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Requested amendment to TSD/Records Control Schedule 7362-61:

4. DOCUMENT FILES

- a. No change
- b. Personal Documents

Consists of original documents as well as photocopies of originals. These include passports, identity documents, social security cards, drivers' licenses, birth certificates, vaccination records, etc. of various countries.

Temporary. Retire to Records Center when inactive. Shelf list for material will be reviewed by TSD/ prior to 25X1 authorizing destruction as indicated below:

Items marked 4b1 - after 2 years
Items marked 4b2 - after 5 years
Items marked 4b3 - after 10 years

Should the value of any of these items have changed and destruction cannot be authorized, they will be returned to TSD/ for resubmission to the Records Center.

Rest of 4 - no change
at moment

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